

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Canoe/Kayak Instructor
Department of Recreation and Parks

An Equal Opportunity Employer

Canoe/Kayak Instructor – Department of Recreation and Parks/Piney Run Park

\$15.66 hourly, 40 hours per week, contractual position June through August 18, 2022

Hours vary and may include evenings and weekends

This position will remain open until filled.

Piney Run Park is seeking a Canoe/Kayak Instructor for our Summer Nature Camp.

As the Canoe/Kayak Instructor, you will plan, develop, and conduct canoeing and kayaking classes for campers at Piney Run Nature Camp. You will direct the Canoe/Kayak Assistant, Camp Counselors, and campers during these activities to ensure everyone's safety during canoe and kayak activities.

The ideal candidate for this opportunity will be experienced and comfortable in a canoe and kayak, demonstrate maturity in working with children, be able to stay calm in emergency situations, and display good leadership on and off the water.

See next page for full job description

Qualifications:

1. Must be 18 years of age or older
2. American Red Cross Lifeguard Training course or approved equivalent (or must obtain prior to the first day of camp)
3. Requires completion of 8-hour American Canoe Association (ACA) Essentials of Canoe Touring Skills Course (or must obtain prior to the first day of camp)
4. Two years' experience teaching children*
5. Requires a criminal background check as a condition of employment
6. CPR, First Aid, Bloodborne Pathogen and AED certification (or must obtain prior to the first day of camp)

**A comparable amount of training and experience may be substituted for the minimum qualifications*

Benefits of working for Carroll County Government:

- ✓ 40 hours of Sick and Safe Leave

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

12/22/2021
(22-120)

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.

CANOE / KAYAK INSTRUCTOR

GENERAL RESPONSIBILITIES

Plans, develops and conducts canoeing classes for campers at Piney Run Nature Camp. Directs the Canoeing Assistant, Camp Counselors, and campers in canoeing. Designs, writes and prepares canoeing lesson plans.

ESSENTIAL TASKS include the following. Other duties may be assigned.

1. Design and implement lesson plans to teach
2. Present four canoeing orientations
3. Lead games and events to reinforce canoeing skills
4. Attend camp staff orientation
5. Participate in scheduled staff meetings
6. Supervise the Canoeing Assistant
7. Maintain all canoeing equipment
8. Exercise the highest standards of canoeing safety at all times
9. Uphold all park, camp and boathouse policies and regulations
10. Evaluate the entire canoeing program, making constructive recommendations
11. Perform related duties as to specific assignments
12. Any employee may be identified as Essential Personnel during emergency situations
13. Provides service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
14. Communicate with managers, supervisors, co-workers, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. Must be 18 years of age or older
2. Two years experience teaching children*

*A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES

1. Demonstrate canoeing and kayaking skills
2. Exhibit an understanding of teaching children of all ages
3. Understand and enforce Carroll County Park rules and regulations, particularly those related to waterfront activities, as well as all Nature Camp rules outlined in the Nature Camp Handbook

CERTIFICATES, LICENSES, REGISTRATIONS

1. Requires criminal background check as condition of employment
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3. Requires completion of 8 hour American Canoe Association (ACA) Essentials of Canoe Touring Skills Course (or must obtain prior to the first day of camp)
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